



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN
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**Jill R. Myers
Town Manager**

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Manager
DATE: May 25, 2007
SUBJECT: Town Manager's Report for the BOS Meeting of May 29, 2007

FY08 BUDGET REDUCTION EXERCISE

I am conducting a budget reduction exercise in the event the FY08 \$1.4 million deficit is not raised in tax levy revenues and there is no funding from Stabilization. I have met with Department Heads, the School Superintendent, the School Business Manager, the School Committee Chairman, and interested individuals to put forth a scenario. In an effort not to close facilities or have one department compete against another for limited funding, we have calculated a 12.25% reduction to most municipal departments with the exception of some fixed cost items. I have proposed a reduction to the School Committee FY08 budget request as well. The impacts will be presented to the BOS on May 29th with most Department Heads present. A Finance Committee meeting is scheduled for May 31st. I requested to be on the School Committee's meeting agenda on June 5th.

TRAINING SEMINAR

On May 30th at 7 p.m. in Lower Town Hall, we are conducting a training seminar with the Office of Campaign and Political Finance (OCPF) relative to ballot questions and promotions do's and don't's.

43 D TECHNICAL ASSISTANCE GRANT

The contract documents have been received and are due back by June 14th. Funds will be received via an electronic transfer. I am working to engage land-use Attorney Mark Bobrowski by the end of June to commence setting up the structure for a Permitting Board and initiate a review of the Town's internal permitting process.

2007 REAPPOINTMENTS

Staff has conducted a mailing to all committee/board members whose expiration terms are June 30th. In this mailing, we have asked members if they wish to be reappointed to their position for a subsequent 3-year term. At this time, we have been notified that there will be vacancies on the Council on Aging and the Cultural Council. We will begin advertising vacant positions as soon as we have a complete list of the individuals who do not wish to be reappointed. On a side note: we continue to run an ad on cable, on the Town Clerk's bulletin board, and on the website as to vacancies that currently exist though we have not been successful in recruiting many new citizen volunteers.

WEBSITE COMMITTEE

On May 29th, I will be meeting with a citizen who has expressed an interest in being appointed to the Website Committee. I am hopeful that we will be able to bring this committee back to a membership of three. Our website continues to receive much activity as well as recognition throughout the community.

SUTTON STREET LEASE RFP

Staff was able to locate a comprehensive RFP which was advertised on the Central Register by the Town of Hanover for a similar lease to that which we will offer for the Town-owned parcel on Sutton Street. Staff is in the process of revising the RFP to reflect our specific needs. Once completed, the RFP will be advertised in the Central Register. I will inform you when this happens as well as what the due date will be for the acceptance of bids.

HEALTH INSURANCE PLAN CHANGES: CO-PAYS

I am continuing to meet with Union representatives regarding the changes in co-pays and deductibles. The Town's unions held an "all unions" meeting on May 17th.

STREET ACCEPTANCES

I have asked staff in my office to oversee the Street Acceptance process for all future Town Meetings. Staff will be meeting with the DPW Administration to review the Street Acceptance Policy and to ascertain whether or not prior acceptances have been processed appropriately. Staff is in the process of receiving requests for street acceptances for the Fall Annual Town Meeting. A BOS layout hearing will be scheduled accordingly once the requests have been reviewed and staff recommendations have been made.

MEETINGS

Town Planner

Within the next week, I will be meeting with the Town Planner to discuss transition of his responsibilities and any outstanding projects that he may be working on. He will be out of the office beginning June 4th and it is unclear whether or not he will return for any period of time prior to the expiration of his contract on July 23rd.

Board of Library Trustees

On May 24th, I met with the Board of Library Trustees to assist with crafting a contract extension for the Library Director for the remainder of her term.

Crown and Eagle Sidewalk (requested by the Uxbridge/Millville Housing Authority)

On May 24th, I met with representatives from Crown & Eagle and the Uxbridge/Millville Housing Authority along with BOS Chairman Julie Woods, State Representative Jennifer Callahan, DPW Superintendent Larry Bombara, and Fire Chief Peter Ostroskey (as Chair of the Public Safety Committee). Mass Highway visited the site on May 24th having received a request from Representative Callahan earlier that morning. According to Superintendent Bombara, Mass Highway will conduct an investigation and survey within the next two weeks.

LANDRY LANE

On May 29th, I will be meeting with Superintendent Bombara and a resident from Landry Lane to review and discuss issues relative to the inquiry of that street as a public way. Town Counsel has opined that it is a private way.